

# Missing Documents Filed

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Select **Missing Documents Filed** from the event list.
  - ☐ Click **Next**.
- STEP 5.** Select the party filer.
- ☐ Click **Next**.
- STEP 6.** Check all boxes that apply to the documents being filed.
- ☐ Click **Next**.
- STEP 7.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 8.** Verify case name and number are correct.
- ☐ Click **Next**.
- STEP 9.** The **Docket Text: Final Text** screen displays.
- ☐ Confirm the docket text is correct.
  - ☐ Click **Next**.
- STEP 10.** The **Notice of Electronic Filing** screen displays.